



CARYN COVE MALLOY  
DIRECTOR OF HUMAN RESOURCES

# **TOWN OF ARLINGTON**

## **DEPARTMENT OF HUMAN RESOURCES**

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# **PAY AND CLASSIFICATION PLAN**

**FISCAL YEAR 2015**

**(7/1/2014 through 6/30/2015)**

*Issued June 2014*



**SEIU**  
**ADMINISTRATIVE, TECHNICAL AND PROFESSIONAL**  
**CLASSIFICATION PLAN**

<b>GRADE</b>	<b>POSITION TITLES</b>	<b>GRADE</b>	<b>POSITION TITLES</b>
ATP-14	DP Systems Manager	ATP-7	Local Building Inspector Senior Programmer Master Mechanic - Community Safety Assistant Comptroller Tech Resource Admin- Hous. & Disability Supervisor of Bldg Maintenance Supervisor of Custodians - Day Supervisor of Motor Equip. Repairs Park Maintenance Supervisor Forestry Supervisor Cemetery Supervisor Supervisor of Recreation Recreation Facilities Supervisor Network and Desktop Support Technician
ATP-13	NO POSITIONS ASSIGNED		
ATP-12	Operations Manager - DPW		
ATP-11	Executive Director - COA Production Coordinator/Comp. Op. (SS) Wire Inspector/Supt. Of Wires Engineering Division Manager Supt. of Building Maintenance Deputy Treasurer/Deputy Collector		
ATP-10	Dir of Housing and Disability - Weath.		
ATP-9	Senior Civil Engineer Supervisor of Highway Supervisor of Water & Sewer	ATP-6	Supervisor of Custodians - Night Senior Crime Analyst – Community Safety Office Manager – Health and Human Svs.
ATP-8	Plumbing and Gas Inspector General Foreman	ATP-5	Director of Veterans Services
		ATP-4	Production Coordinator/Comp. Op. (DP) Administrative Assistant – Police
		ATP-3	Assistant Town Clerk
		ATP-2	NO POSITIONS ASSIGNED
		APT-1	NO POSITIONS ASSIGNED

# SEIU Administrative, Technical and Professional Salary Plan FY2015

Grade	MINIMUM	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
SEIU/APT 1	32,940	34,176	35,458	36,786	38,166	39,598	41,082	42,624
SEIU/ATP 2	36,601	37,974	39,397	40,874	42,408	43,999	45,648	47,359
SEIU/ATP 3	41,541	43,098	44,717	46,392	48,132	49,938	51,809	53,753
SEIU/ATP 4	47,356	49,133	50,976	52,887	54,873	56,929	59,064	61,278
SEIU/ATP 5	49,726	51,591	53,524	55,533	57,614	59,774	62,017	64,343
SEIU/ATP 6	51,963	53,912	55,933	58,030	60,208	62,465	64,808	67,237
SEIU/ATP 7	54,300	56,338	58,450	60,643	62,917	65,275	67,723	70,263
SEIU/ATP 8	56,203	58,309	60,495	62,765	65,120	67,561	70,094	72,722
SEIU/ATP 9	58,169	60,349	62,613	64,961	67,397	69,925	70,435	75,267
SEIU/ATP 10	60,206	62,463	64,806	67,235	69,756	72,373	75,086	77,903
SEIU/ATP 11	63,816	66,211	68,693	71,269	73,941	76,713	79,592	82,576
SEIU/ATP 12	68,923	71,508	74,187	76,970	79,826	82,851	85,958	89,182
SEIU/ATP 13	73,749	76,514	79,381	82,359	85,446	88,651	91,976	95,426
SEIU/ATP 14	80,384	83,398	86,526	89,771	93,139	96,631	100,254	104,014

**NON UNION/AFSCME  
ADMINISTRATIVE, TECHNICAL AND PROFESSIONAL  
CLASSIFICATION PLAN**

<b>GRADE</b>	<b>POSITION TITLES</b>	<b>GRADE</b>	<b>POSITION TITLES</b>
ATP-14	Town Engineer	ATP-5	Planner Administrative Assistant / Claims Coordinator Health Compliance Off/Sealer of W&M Office Manager – BOS Recycling Coordinator Paralegal Assess. Off. Mgr. Office Manager – Treas. (Data Input) Regional Energy Manager
ATP-13	Public Information Officer		
ATP-12	Asst. Director of Planning & Community Development/Housing Director Asst Director of Public Works Purchasing Officer Economic Development Planner Systems Analyst/Director of GIS		
ATP-11	Board Administrator Psychologist Director of Youth Services	ATP-4	Health Compliance Off/Tobacco Program Sr. Loan Officer Head of Circulation Administrative Asst/Billing Agent HHS
ATP-10	NO POSITIONS ASSIGNED		
ATP-9	Systems Analyst Clinical Director - AYCC	ATP-3	Animal Control Officer Senior Engineering Aide Building Maintenance Craftsman Administrative Asst. – Fire
ATP-8	Geriatric Nurse Clinician Public Health Compliance Officer Youth Coalition Director Public Health Nurse	ATP-2	Junior Engineering Aide Water Account Clerk Medical Records Clerk
ATP-7	Social Worker - COA Management Analyst- Treasurer Human Resources Assistant Weatherization Coordinator Health Compliance Off/Inspections Assistant Clinical Director – AYCC GIS Specialist/Technical Planner	APT-1	After School Instructor - Recreation
ATP-6	Conservation Administrator Executive Secretary/AA – TM Residential Housing Specialist Junior Civil Engineer CDBG/Grants Administrator Supervisor Vol. Services Management Analyst – Town Manager		

# Administrative, Technical and Professional Salary Plan FY2015

Grade	MINIMUM	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
ATP 1	32,780	34,010	35,285	36,609	37,983	39,407	40,884	42,416
ATP 2	36,424	37,790	39,207	40,676	42,202	43,785	45,427	47,129
ATP 3	41,342	42,892	44,501	46,169	47,900	49,696	51,558	53,494
ATP 4	47,128	48,896	50,730	52,632	54,606	56,652	58,778	60,982
ATP 5	49,484	51,340	53,267	55,264	57,336	59,486	61,717	64,031
ATP 6	51,712	53,650	55,664	57,750	59,917	62,163	64,493	66,913
ATP 7	54,040	56,066	58,168	60,348	62,612	64,960	67,397	69,924
ATP 8	55,931	58,027	60,204	62,462	64,804	67,234	69,755	72,372
ATP 9	57,887	60,058	62,311	64,647	67,072	69,587	72,197	74,904
ATP 10	59,915	62,161	64,491	66,911	69,419	72,023	74,724	77,526
ATP 11	63,509	65,891	68,360	70,924	73,585	76,344	79,206	82,177
ATP 12	68,590	71,160	73,830	76,600	79,471	82,451	85,544	88,750
ATP 13	73,391	76,143	78,997	81,960	85,034	88,223	91,532	94,964
ATP 14	79,997	82,997	86,109	89,337	92,688	96,165	99,768	103,510

# OFFICE ADMINISTRATIVE CLASSIFICATION PLAN

<b><u>GRADE</u></b>	<b><u>POSITION TITLES</u></b>
OA-1	Telephone Operator Pr. Cashier/Clerk - Treas. Finance Committee Secretary
OA-2	Sr. Clerk & Typist - Town Clerk Sr. Clerk & Typist - Assessors Library Assistant Sr. Clerk & Typist – Library Health and Human Services Clerk
OA-3	Pr. Acct. Cl./Bk. - Treasurer Pr. Clerk & Typist – Community Safety Asst. Reg. Voters Output Media Handler Pr. Clerk – Cemetery Pr. Clerk & Sec. - ZBA Sr. Clerk & Typist - Recreation
OA-4	Pr. Clerk – DPW Pr. Acct. Cl./Bk. - DPW Pr. Acct. Cl./Bk. - Comptroller Treasurer's Assistant Zoning Assistant Detention Attendant Pr. Clerk & Sec. – Weatherization Senior Library Assistant Administrative Assistant – Recreation
OA-5	Administrative Assistant - DPW Head Cashier Junior Accountant Pr. Sr. Acct. Cl./Bk. - Treasurer Asst. Coll. (W) Asst. Coll. (E) Legal Secretary Information and Referral Specialist – COA Administrative Assistant – BOS Administrative Assistant – HR Pr. Clerk & Bk. - Library
OA-6	Administrative Assistant - Planning and Community Development Information and Technology Administrative Assistant Acct./Op. Asst. - DPW Asst. Coll. (RE)
OA-7	Cash Mgr. Data Collector Benefits Administrator

**Office Administrative Salary Plan  
FY 2015**

Grade	MINIMUM	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	28,624	29,696	30,810	31,965	33,164	34,406	35,697	37,035
2	30,054	31,181	32,350	33,563	34,823	36,129	37,482	38,888
3	34,262	35,547	36,879	38,264	39,697	41,185	42,730	44,332
4	35,803	37,146	38,538	39,985	41,484	43,038	44,653	46,329
5	37,415	38,817	40,273	41,784	43,351	44,975	46,662	48,412
6	40,221	41,730	43,295	44,917	46,602	48,349	50,162	52,042
7	42,634	44,233	45,891	47,614	49,398	51,251	53,171	55,165



## **MC CLASSIFICATION PLAN**

<b>GRADE</b>	<b>POSITION TITLES</b>
MC 8	Bldg Craftsman (Planning and CD) Working Foreman/Motor Equip. Rep. Electrician Plumber Working Foreman Highway Working Foreman Water & Sewer
MC 7	Motor Equipment Repairman Motor Equip. Repairman - Comm. Safety Working Foreman - Carpenter Working Foreman - Tree Climber Working Foreman - Cemetery Working Foreman - Laborer Working Foreman - Paint Shop
MC 6	Sr Building Custodian - AHS Working Foreman - Mason Telecommunications Dispatcher Motor Equipment Operator III - Water Water Systems Maintenance Craftsman
MC 5	Special Motor Equip. Operator III Heavy Motor Equipment Operator II - Patch Crew Carpenter Tree Climber Electrician's Helper Mason
MC 4	Dispatcher - DPW Senior Building Custodian - Town Construction Handyman Senior Building Custodian - School Heavy Motor Equipment Operator II Painter - Maintenance Park Maintenance Craftsman Motor Equipment Maintenance Worker Facility Attendant
MC 3	Motor Equipment Operator I
MC 2	Bldg Custodian - School
MC 1	Laborer - Natural Resources Grounds Maintenance Worker Laborer - Highway, Water, Sewer Watchman/Laborer Parking Control Officer Van Driver

# **MC Positions Salary Plan FY2015**

Grade	MINIMUM	Step 2	Step 3	Step 4	Step 5	Step 6
MC 1	16.48	17.14	17.85	18.56	19.31	20.07
MC 2	17.74	18.44	19.16	19.94	20.75	21.56
MC 3	18.17	18.90	19.68	20.45	21.26	22.11
MC 4	18.72	19.46	20.26	21.05	21.89	22.78
MC 5	19.41	20.21	21.00	21.85	22.71	23.62
MC 6	20.49	21.32	22.16	23.05	23.97	24.94
MC 7	21.41	22.28	23.16	24.08	25.06	26.06
MC 8	22.06	22.94	23.84	24.81	25.79	26.83

# **PROFESSIONAL LIBRARIANS CLASSIFICATION PLAN**

<b>GRADE</b>	<b>POSITION TITLES</b>
L 4	Assistant Library Director
L 3	Head of Adult Services Head of Children's Services Technology Librarian
L 2	Head of Technical Services Branch Librarian
L 1	Adult Services Librarian Adult Services/Tech. Services Librarian Childrens' Librarian

**SALARY PLAN**  
**Fiscal Year 2015**

**Professional Librarians**

<i>Grade</i>	<i>MINIMUM</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>	<i>Step 7</i>
1	45,536	47,244	49,015	50,853	52,762	54,739	56,792
2	51,323	52,205	54,163	56,194	58,301	60,490	62,755
3	56,356	58,469	60,664	62,938	65,298	67,747	70,288
4	63,683	66,071	68,549	71,120	73,787	76,554	79,424

**Patrolmen's Association,  
Ranking Officer's Association,  
and Firefighters'  
Classification and Salary Plans  
Fiscal Year 2015**

<b>PATROLMEN'S ASSOCIATION</b>	
<b>FY15</b>	
MINIMUM	50,478
MIDPOINT	52,984
MAXIMUM	55,518

<b>RANKING OFFICERS ASSOCIATION</b>	
<b>FY15</b>	
SERGEANT	65,502
LIEUTENANT	76,637
CAPTAIN	88,898

<b>FIREFIGHTERS</b>	
<b>FY15</b>	
<b>FIREFIGHTER</b>	
Minimum	50,608
Midpoint	53,123
Maximum	55,666
Lieutenant	64,572
Captain	74,258
Deputy Chief	85,397

# Management Classification and Salary Plan FY 2015

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	RANGE	Mid-point	Maximum
3	96,127	99,732	103,471	107,352	111,379	Step 5 Maximum	115,555	138,908
2	87,388	90,666	94,065	97,593	101,253		105,050	126,280
1	78,870	81,829	84,896	88,081	91,384		94,811	113,972

Management 3  
 Chief of Police  
 Chief of Fire (Fire and Rescue)  
 Director of Public Works  
 Director of Planning and Development  
 Town Counsel  
 Deputy Town Manager  
 Benefits Attorney/Workers' Compensation Agent

Management 2  
 Comptroller  
 Library Director  
 Director of Inspectional Services  
 Chief Technology Officer

Management 1  
 Director of Assessment  
 Director of Human Resources  
 Director of Health and Human Services  
 Director of Recreation

Note: Progression through steps and the range based on performance.